

GEORGIA DEPARTMENT OF LABOR
EMPLOYMENT SECURITY AGENCY
ADMINISTRATIVE SERVICES DIVISION
RECORDS MANAGEMENT AND CONTROLS

4171-11
10

Application Number

APPLICATION FOR
AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Date: August 12, 1980

FOR STATE RECORDS MANAGEMENT DIVISION USE

Date Received

Application No.

Date Completed

OCT 2 1980

76-59-A

NOV 17 1980

76-59

Record Series Title: Unemployment Insurance Supplementary Claims Person to Contact:

Item number to be amended: Item 16 on 1971 form

Telephone No.

Reads as follows: no on confidentiality

Amended to read: yes on confidentiality

Reason for change: Georgia Employment Security Law, Georgia Code Annotated, 54-642, 1M

54-637 g (1)

AUTHORITY:

Division Director/Designee:

Armenia Raily

Date

9-19-80

Records Management Officer (RM&C):

Mike Lawhorn

Date

8/12/80

ESA Director:

Walter Brown

Date

9/29/80

State Auditor/Designee:

Wm. J. Smith

Date

10-30-80

Secretary of State/Designee:

Carole Hart

Date

10-27-80

Attorney General/Designee:

W. J. Smith

Date

11-12-80



STATE
OF
GEORGIA

4771-11
10

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
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1. Application Date 2-11-76	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. DL-032		Date Received FEB 13 1976	Application No. 76-59
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Labor Unemployment Insurance Services Division Claims Center Operations - Statewide Attached List of Claims Centers		4. Person to Contact Bill Lensten	
		5. Working Title Management Analyst	6. Tel. No. 656-3070

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series
2-1-74 Forward

9. Exact Series Title

Agency-wide Schedule

Unemployment Insurance Supplementary Claim File

10. What is the function of the office in which this record series is created?
The function of the Unemployment Insurance Division is to implement the Georgia Employment Security Law which requires that legal entities employing workers in Georgia report and pay taxes on wages of such workers; and to subsequently pay unemployment insurance benefits to such covered workers when they become unemployed through no fault of their own and when they comply with certain eligibility requirements of the Law.

Under the Georgia Employment Security Law workers, who are discharged for cause or voluntarily quit their jobs, must be rendered a non-monetary determination on their unemployment insurance claim with rights of appeal. ** *** ***** ** ***

Administers claims under UC, UCFE, UCX, SUA, EB, FSB Programs. Claims Center receives claims and resolves any claimant issue under established non-monetary procedures.

*Unemployment Compensation **Unemployment Compensation Federal Employees
Unemployment Compensation X-Service Men **Special Unemployment Assistance
*****Extended Benefits *****Federal Supplemental Benefits

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: maintaining records of non-monetary determinations for Unemployment Insurance claims.

Included are: FactFinding and non-monetary determinations Forms (ESA-442FF, 403FF, 403, 442IO, 442, 442RC)

File is arranged in sequences by last four digits of Social Security Number.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers	5	7½		5	7½ cu ft		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)		
				5½	5½		
				This Year's	Last Year's	Preceding Year's	All Prior Years'
			AVERAGE DAILY REFERENCES	100	60	20	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

- | | YES | NO |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file?
Disqualifications prompted by non-monetary determinations | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout?
becomes a permanent record on EDP tapes. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? Part V Sections 9000-9009 and 9193 of Federal Employment Security Manual (attached). | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept _____ years:

a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☒ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Part V Sections 9000-9009 and 9193 of Federal Employment Security Manual. (attached)

Based upon standard of disposition of other claims department documents.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER _____, then:

- 3 yrs 1 qtr.
- ☒ Hold in the current files area _____ month(s)/_____ year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>John C. Arnold</i>	Date 2-11-76	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations Agency Head/Designee in paragraph 25 <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved are:		<i>[Signature]</i> 2-10-76	
STATE RECORDS COMMITTEE		State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved <i>William M. Dizon</i> 3-2-76	
		Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved <i>Carroll Hart</i> 3-1-76	
		Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved <i>Robert J. Hall</i> 3-2-76	



STATE
OF
GEORGIA

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		5. Position Title Management Analyst	6. Tel. No. 656-3070	

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8. Earliest & Latest Dates of Series 2-1-74 Forward	9. Exact Series Title Agency-wide Schedule Unemployment Insurance Supplementary Claim File
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			AVERAGE DAILY REFERENCES	100	60
					20

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- | | YES | NO |
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(Indicate briefly rationale for recommendations above/or write additional remarks):

Det. of Fed. - Federal Audit - 222222 5-14-76

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>John C. Arnold</i>	<i>2-11-76</i>		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	<i>2-10-76</i>
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Nijm</i>	<i>3-2-76</i>
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STATE RECORDS
COMMITTEE